

Office Manager – Saunders County – Wahoo, NE

Education-Experience:

- Minimum of a high school diploma or equivalent required
- Two years of post-high school experience in accounting, clerical, or similar field
- Experience in accounting and/or mathematical background preferred

Basic Functions:

- Perform a variety of clerical tasks e.g. scheduling, building permits, deposits, meeting preparations, research & reporting
- Manage the county budget preparations
- Perform other tasks and duties as assigned

Example of Work:

- Daily contact with general public via phone, email, and in-person
- Keep schedules, files, indexes, and calendars; type letters, documents, and reports
- Maintain building permits, annual reviews, conditional permits, surveys, utility permits, address assignments, cell tower escrow funds, meeting documentation
- Prepare monthly meeting agenda, post, and submit to newspaper in accordance with deadline
- Attend and record monthly meetings (usually 1st Monday evening of each month)
- Property ownership research for monthly meetings, prepare and send notices to public
- Prepare weekly deposits, submit monthly claims and payroll
- Research, negotiate, and facilitate purchases
- Work with Finance Committee and County Board to prepare, submit, revise, fiscal year budget
- Perform other tasks and duties as assigned

Necessary Skills and Abilities:

- Knowledge and experience with Microsoft Office programs including Word, Excel, & Outlook
- Ability to learn and implement task-specific programs
- Ability to plan and meet project deadlines
- Ability to establish and maintain effective working relationship with supervisors, elected officials, and county employees
- Ability to maintain sensitive and confidential information
- Ability to communicate clearly and effectively
- Ability to balance and perform transactions, calculations, and accounting tasks with accuracy and speed

Starting Salary \$13.26/hr (commensurate with education and experience) plus benefits including family health insurance plan, retirement, sick/vacation leave

The position will be open until filled with no decision before December 18, 2015

Email or Send Application and Resume to: Elizabeth Zwiebel at ezwiebel@co.saunders.ne.us

433 North Chestnut Street Suite 302

Wahoo, NE 68066

Saunders County supports Veterans Preference and is an Equal Opportunity Employer.